



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic Academic Programs*

SIAS Consultancy Policy

Updated on April 2023

<http://www.sias.rw/>

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Page 0 of 5

1.0 Background

Consultancy is well recognized as an effective way for universities to disseminate their knowledge and expertise. Through consultancy long-term SIAS research can make an early and direct impact on society. However, the balance between consultancy and research plus teaching, the traditional roles of the academic staff, is sometimes difficult to maintain. This policy document is to provide guidance and recommendation for SIAS of Education.

2.0 Research Collaboration or Consultancy?

Consultancy differs from research in that it uses the application of existing knowledge to solve a specific problem over a short term. Research is more a mutual discovery, often in collaboration and can last several years. In research, outcomes are most often published and shared, with consultancy the outcome is more individual and can be private. Consultancy is voluntary, whereas research is a core duty of an academic staff member

3.0 Consultancy

3.1 Advantages of Consultancy

The advantages of consultancy include the following:

- Ensures the relevance of the existing expertise
- Offers the opportunity of putting research into practice
- Gives application examples for teaching and real data for research
- Can lead to future research collaboration studentships or placements
- A source of additional funding for academic staff and/or SIAS

3.2 Disadvantages of Consultancy

The disadvantages of consultancy include the following:

- Distraction from core duties of teaching and research
- Income received is not counted in Research Assessment
- Potential for conflict of interest

3.3 Consultancy Policy

Following the law No 010/2021 of 16/02/2021 & the Ministerial Order No 001/MINEDUC/2021 of 20/10/2021, to ensure the balance between the relevance of voluntary consultancy and the core duties of the academic staff it is proposed:

1. Consultancy should only be pursued out of term time
2. Consultancy should be 5% or less of an academic's time
3. Consultancy and SIAS Policy

To retain the charity status of the SIAS it is not possible to consult on behalf of the SIAS or the SIAS. Consulting privately, the individual is entirely at their own risk and can take no advantage of their affiliation with the SIAS.

If a proposed consultancy is to use any of the SIAS resources, the requirement should be discussed and agreed with the Administration of SIAS before starting the work. This applies to the use of staff, equipment or facilities. These can be charged at their full economic cost to the sponsor in our policy recommended process. Consultancy may be done at a profit and this too can be shared with the SIAS using the process of gift aid from CUTS ltd. Any potential for conflict of interest should also be discussed with the Administration of SIAS.

The use of SIAS resources must be agreed with the Vice Chancellor of SIAS. Potential conflicts of interest should be discussed with the Admiration of SIAS

3.4 Use of Consultancy Funds

Personal income from consultancy is to the individual but some academic staff may wish to use it for academic purposes and hold the funds in the SIAS rather than as a taxable addition to salary. This has to be declared in advance to Cambridge Enterprise so that the allocation can be directed to the SIAS accounts. If the SIAS is to hold the fund on behalf of an individual for academic purposes it will take a 30% share of the funds to reflect the costs of administration.

Funds from consultancy held by the SIAS as a resource for an individual will be shared with 30% overheads returned to the SIAS.

3.5 Summary of Policy

- Consultancy should only be pursued out of term time
- Consultancy should be 5% or less of academic staff time
- The use of SIAS resources must be agreed with the Admiration of SIAS
- Potential conflicts of interest should be discussed with Admiration of SIAS
- Funds from consultancy held by the SIAS as a resource for an individual will be shared.

VERSION CONTROL

Version Number	1
Prepared by	Dr. Mohamed Buhijji
Version Reference number	SH/12/2022
Description	SIAS Staff Handbook
Policy owner	Quality Assurance Coordinator & SIAS Council
Responsible division	Yes
Internally validated	1/11/2022
Date of Internal Validation	SIAS Governance Board
Approved by	SIAS Governance Board
Date of approval & Update	18/12/2022 and 1/4/2023
Amendments	1
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

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